The following examples illustrate how you might configure your magnetic tape or diskette, and explain what the resulting sequence of your statements will be.

Example 1: In the following example, the employer sequenced the information by an optional organization code and then assigned unique control numbers. The control numbers and the optional, display-only organization code will appear at the bottom of the member's statements. DRS simply prints the statements in control number sequence.

Reporting Grp. #	SSN	Control #	Org. Code
901052	666000000	000001	02
901052	666001111	000002	02
901052	666002222	000003	02
901052	666003333	000004	02
901052	666004444	000005	03
901052	666005555	000006	03
901052	666006666	000007	04
901052	666007777	000008	04
901052	666008888	000009	04

Example 2: The following information was sequenced with duplicating control numbers. DRS will alphabetically sort items with the same control number by last name before printing the statements.

Reporting Grp. #SSN		Control #	Org. Code
710545	666009999	1A	none specified
710545	666008888	1A	
710545	666007777	1A	
710545	666006666	1A	
710545	666005555	2	
710545	666004444	2	
710545	666003333	2	

Example 3: The following information was sequenced in terminal digit SSN order, with unique control numbers assigned to each member. DRS will simply print the statements in control number sequence.

Reporting Grp. #	SSN	Control #	Org. Code
506250	666001111	000001	none specified
506250	666002222	000002	
506250	666003333	000003	
506250	666004444	000004	
506250	666005555	000005	
506250	666006666	000006	
506250	666007777	000007	
506250	666008888	000008	

Note: If you have employees who are not listed on the tape or diskette and statements are printed for those employees, they will be given a control number of "000000." Those statements will be at the top of the stack of statements in alphabetic sequence by last name.

Diskettes **will be returned for correction** if they contain incorrect file names, are not in an IBM compatible text format (ASCII TEXT), or if the data is incorrectly formatted within the file.

Reviewing your file prior to sending it to DRS may help you to avoid incorrect information being sent to DRS that may delay the sequencing process. You can review your file in a DOS text editor to make sure it is in the correct format. For Windows users, you may also review your file in Notepad or a word processor such as WordPerfect or Microsoft Word. Your file should resemble the following using the previous examples.

Correctly Formatted

Example 1:

90105256660000000000102
90105256660011110000202
90105246660022220000302
90105226660033330000402
90105256660044440000503
90105256660055550000603
90105236660066660000704
90105216660077770000804
90105276660088880000904

Example 2:

7105456660088881A
7105456660099991A
7105456660077771A
710545666006666A
7105456660055552
7105456660044442
7105456660033332

Example 3:

50625056000067000001
50625051970004000002
50625048200001000003
50625042900086000004
50625039800004000005
50625037000001000006
50625091500047000007
50625064000188000008

Incorrectly Formatted

90105299992945400000102
90100000000238600000202
90105999108600000302
90105200006646600000402
90109999999238600000503
90108888894540000603
90100000445218600000704
90105277777945400000804
90105666660238600000904

Example 1:

90105256666665400000102	90105251970555500000202
90105240000008600000302	
90105228999946600000402	90105256666666600000503
90105299999945400000603	
90105888888888600000704	90106666662945400000804
90166666660238600000904	

Example 2:

**WASHINGTON STATE
DEPARTMENT OF RETIREMENT SYSTEMS**

MEMBERS' ANNUAL STATEMENTS SEQUENCE REQUEST

Note: To have members' annual statements run in employee control number sequence, you must provide all the information requested before DRS can process your request.

Employer Name: _____

Phone No.: (_____)_____

Contact Name:_____

To run member statements in employee control number sequence, the tape or diskette must meet the attached specifications and reach DRS by late January of the current year.

❑ Tape information:

Tape ID Number_____

_____ 1600 BPI or _____6250 BPI

_____ Labeled or _____Non-labeled

❑ Diskette

Mail this form and the tape or diskette by late January of the current year, to the following address:

ATTN: Employer Support Services
State of Washington
Department of Retirement Systems
P.O. Box 48380
Olympia, WA 98504-8380